

Controller

Reports to

Chief Financial Officer (CFO)

Summary /Objective

Manage finance and accounting departments providing information, primarily financial in nature, about all company activities that will assist management, its shareholders and other users in making educated economic decisions about the company's future.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee the activities of the corporate accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
- Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.
- Oversee the activities of the accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc; funding service management, which includes weekly funding reports and customer service; quarter and year-end payroll closing including federal and state reports; and check statistic management.
- Assure corporate income tax compliance to assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
- Respond to CFO as assigned with accurate and timely work to facilitate his financial needs.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Clear understanding of construction and retail accounting.
- Communicate with co-workers, management, clients and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.

Competencies

- Financial Management.
- Technical Capacity.
- Performance Management.
- Ethical Conduct.
- Communication Proficiency.
- Personal Effectiveness/Credibility.

Supervisory Responsibility

This position is responsible for managing the accounting department.

Work Environment

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday. Evening and weekend work may be required as job duties demand.

Travel

This position may require up to 25% travel.

Required Education and Experience

- Bachelor's degree in accounting or finance.
- Ten years of hands-on financial accounting experience.

Preferred Education and Experience

- MBA.
- CPA certification.